



Job Title: Year Leader

Responsible to: Assistant Principal

Additional Payment: TLR2b

Key Purpose: In addition to the accepted role as a teacher, the Year Leader will provide vision and leadership to a year group to ensure that all barriers to learning are removed so that all pupils make at least good progress.

Main Responsibilities

- To monitor the attendance, uniform, behaviour and academic progress of their Year group.
- Closely monitor the academic and pastoral progress of all pupils within the year group by tracking their performance against targets each half term, monitoring daily, weekly and termly learning score performance in order to identify pupils at risk of not achieving their potential.
- Liaise closely with the Vice Principal responsible for outcomes to understand the academic performance of the year group and the specific individual targets, attending RAP and or curriculum networking meetings for year group as appropriate.
- Liaise closely with key stakeholders including SENDCO, welfare team, and the learning to learn coordinator to understand wider context of year group and individuals within the year group to inform action planning.
- Have a clear strategy in place to support pupils at risk of underachieving or at risk of impacting on the progress of others.
- To empower the Form Tutors within their team to carry out the above duties with pupils in their form and have a system in place for monitoring this
- To utilise a range of rewards and sanctions to ensure pupils follow the Climate for Learning (Behaviour) Policy.
- To set high expectations, act as a role model and provide for the pupils' spiritual, moral, social and cultural development through assemblies that have a positive ethos.

- To celebrate and reward the achievements of pupils in their Year Group; engaging with the Rewards and Recognition framework.
- To be responsible for Achievement Assemblies as detailed in the School Calendar.
- To be available to pupils, parents and colleagues for advice regarding strategies for creating a positive climate for learning
- To chair and produce the agenda for calendared Year Group meetings. To ensure minutes are taken and circulated as appropriate. To follow up and monitor completion of action points.
- To play a major role as a middle manager in the development of all aspects of the school, including the PAP its implementation and SEF.
- To develop an action plan for the year group to progressively improve practice and provision for the cohort.
- To establish positive relationships and maintain regular contact with the parents of pupils giving cause for concern. Agree and monitor targets.
- To draw up, monitor, evaluate and review personalised plans.
- To be responsible for negotiating personalised plans with parents, pupils and tutors.
- To contribute to the monitoring, evaluation and review of personalised plan drawn up in conjunction with key stakeholders including SLT, inclusion lead, SENDCO
- To ensure appropriate documentation is completed when recommending exclusion to the Vice Principal/Principal for consideration.
- To ensure adherence to all relevant school policies.
- To liaise with outside agencies to secure appropriate support for pupils and parents in order to remove barriers to learning
- To follow agreed procedure for referral of pupils to the SENDCO, SEMH lead, DSL, inclusion and other Agencies.
- To play a key role in the pastoral network, representing and taking ownership of your year group.
- To take a lead role in calendared school events as agreed with Vice Principal and Assistant (Pupil Support) and others e.g. Parents Evening